

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTING TECHNICIAN I –  
Business Operations

SALARY GROUP: A11

DEPARTMENT: Private Facility Contract Monitoring/Oversight Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Oscar Mendoza DATE: 5/04/2015

POSITION #: 034011

**I. JOB SUMMARY**

Performs routine technical accounting support work. Work involves performing detailed assignments in recording, classifying, examining, and verifying financial records, documents, and reports. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Classifies, codes, posts, and balances financial accounting documents and records in an automated accounting system; and assists in auditing documents for accuracy.
  - B. Calculates and prepares invoices and other financial accounting documents; prepares payment vouchers; and performs financial calculations.
  - C. Reviews financial documents and records for compliance with departmental policies and procedures; assists in reconciling discrepancies; and works with program staff, other departments, and vendors to ensure documentation is accurate and complete.
  - D. Prepares and maintains accounting records and files.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

- 1 Graduation from an accredited senior high school or equivalent or GED.
- 2. Four years full-time, wage-earning accounting, accounting clerical, bookkeeping, or financial operations experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for High Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.
- 3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

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**B. Knowledge and Skills**

1. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill to prepare and maintain complex accounting records and files in an automated system.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to recognize and assist in resolving accounting discrepancies and inquiries.
11. Skill to perform detailed numerical work and to make arithmetical computations.
12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.